

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-8-069

CLASSIFICATION TITLE Accounting Administrator I (Supervisory)	OFFICE/BRANCH Financial /Accounting	LOCATION Sacramento
WORKING TITLE	POSITION NUMBER 311-001-4549-002	EFFECTIVE 10/11/17

GENERAL STATEMENT:

Under the direction of the California High-Speed Rail Authority's (Authority) Accounting Administrator II, the Accounting Administrator I manages the Authority's accounting functions and coordinates and directs the activities of the General Ledger and Accounts Receivable staff . The incumbent will support the development, administration and monitoring of the Authority's accounting operations through accounting plans, policies, procedures and standards, and ensure that sound accounting decisions are made and adhered to. In this position, the Accounting Administrator I will design and organize activities to ensure the fiscal integrity of accounting data and compliance with all applicable accounting principles, state, federal and organizational rules, regulations and procedures.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- | | |
|---------|---|
| 30% (E) | <ul style="list-style-type: none">• Coordinate and direct the accounting staff on various accounting activities, operations and projects including, but not limited to, accounts payables, reimbursements and claims. Ensure goals and priorities are established and accomplished. Ensure accounting activities are performed and completed on a timely basis and within necessary timeframes, resources requirements, expectations and outcomes. |
| 25% (E) | <ul style="list-style-type: none">• Ensure that sound financial accounting decisions are made and adhered to. Establish and maintain adequate accounting systems and processes to protect the state and comply with proper internal controls, including separation of duties, to detect, correct, and prevent errors which could cause expenditures to be erroneously or inappropriately made or reimbursements to be delayed or minimized. Works with other Financial Office staff on the design, setup and reporting structure for Financial Information System for California (FISCAL) and other accounting systems. |
| 20% (E) | <p>Serve as a liaison to fiscal control agencies and provide expert advice and guidance for staff and other Authority managers. Establish and maintain ongoing contact with all levels of management within the Authority and consultants. Reviews and monitors the activities of the General Ledger and Accounts Receivable units as needed. Make corrections as necessary, determines causes of errors, makes decisions regarding necessary procedural or system changes, and ensures adequate internal controls are in place to mitigate risk and/or fraud. Ensures all reconciliations are performed timely and accurately.</p> |

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- 15% (E)
 - Develop policies & procedures relevant to accounting issues which have an impact on the Authority and the High-Speed Rail project. Collaborate with Executive staff on policy level changes with accounting issues. Analyze monthly FISCAL reports and accounting reconciliation for reasonableness, accuracy, and timeliness.
- 10% (E)
 - Engage in staffing activities to enhance upward mobility; recruit, interview and select staff to fill vacancies, mentor and/or provide training to develop staff's skills and knowledge. Evaluate work performance by giving verbal and/or written feedback, completing probationary reports and the annual Individual Development Plan, etc. Other duties as required.

SUPERVISION EXERCISED OVER OTHERS:

This position supervises accounts payable staff at the Authority consisting of: , Senior Accounting Officers, Accounting Officers and Accountant Trainees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and business law. Principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others; the Equal Employment Opportunity policy; and a manager's role in the Equal Employment Opportunity policy.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting and accounts payable problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; speak and write effectively; plan, organize, and direct the work of others; and effectively contribute to the Equal Employment Opportunity policy.

DESIRED QUALIFICATIONS

- Knowledge of accounting systems and accounts payable process.
- Knowledge of FISCAL & CALSTARS.
- Knowledge of CALATERS
- Excellent organizational, research and analytical skills.
- Strong interpersonal skills and ability to relate effectively to all staff levels.
- Ability to maintain a positive, creative and flexible approach to issues and problems while working in a fast-paced team environment.
- Excellent verbal and written communication skills.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of

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established expenditure ceilings. Errors on funding reports result in improper disclosure of the expenditures and revenues and could cause the Authority to violate constitutional and statutory constraints. Inappropriate utilization of bond funds could cause the Authority to be in violation of the United States Internal Revenue Service (IRS) Rules for utilizing bond proceeds and require the Authority to pay a penalty fee to the IRS.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen. Employee must develop and maintain cooperative working relationships and display respect for others in all contact opportunities.

PUBLIC AND INTERNAL CONTACTS:

Develop and maintain cooperative and professional working relationships with the Authority members and staff. Externally communicates with the other public and private entities.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor's Name

Signature

Date